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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a

TO :

DATE: 18 October, 1951

FROM :

SUBJECT: Report for Week 11-18 October, 1951

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1. Met with [REDACTED] to discuss our concepts of indoctrination to be given to newly employed personnel. After the content of the indoctrination and orientation courses is decided upon, then Miss [REDACTED] 25X1A9a will be in a better position to decide on what specific training is to be given to clerical and stenographic personnel.

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LOW NOW
HAS THIS AS
A PROJECT.

2. Met with George Meloon regarding the insertion of credit in each personnel folder for those people who have attended orientation courses. Mr. Meloon offered the suggestion which was discussed with Captain [REDACTED] that we should give thought to developing a punch card for training which will include training done within CIA or training done outside which is sponsored by CIA.

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3. Spoke to Mr. [REDACTED] about the possibility of sitting through a security indoctrination lecture to see how it might tie in with some of the ideas which are in our minds for indoctrination courses on the organization, mission, objectives of CIA, etc. Mr. [REDACTED] 25X1A9a sanctioned the suggestion gladly. Report submitted on this subject.

4. Held a special meeting of personnel to give us their reactions and suggestions on the form and content of the Agency Orientation Course.

5. Have made tentative reservations for the Department of Agriculture Auditorium for the week of January 7th, 1952, for the first Quarterly Orientation Course to be put on under the new regulation when approved.

6. Discussed with Colonel Bogue, head of the Strategic Intelligence School, the subject of briefing of outgoing attaches. Since arrangements have been made for lectures to be given at the School in the regular curriculum by representatives of OSI and ORR, Colonel Bogue stated that he would like to discuss with me the possibility of avoiding duplication in the subsequent briefing held in CIA or the elimination of briefing. This is set up as a luncheon meeting with Colonel Bogue next week.

In the meantime the Management Officer, [REDACTED] is standing by as to what will be put into the regulations about briefing, if anything.

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JOB NO.

IN CLASS

NEXT REV.

NO. PGS.

REV CLASS

89

17979

DOC. NO. 55 NO CHANGE
REV. 22
32938
11/11/51
LONG CLASS

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7 [REDACTED]

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8. Received a call from [REDACTED] Walter Wolf's office, to give a VIP treatment to "a new high-level employee." This will probably be done by allowing him to come to the lecture to be given by the Orientations Officer at the [REDACTED] next week.

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9. Captain [REDACTED] called to notify the Orientations Office that it is to assume the responsibility for making all arrangements to carry on the function with the [REDACTED]

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[REDACTED] which has been done up to the present time by covert training. Mrs. [REDACTED] has already called on the subject and I agreed to make a presentation for her on Tuesday afternoon, October 23rd and meet with her after the course has been completed to get the necessary files and information to cover future arrangements with the [REDACTED]

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10. The Director's office called asking if I would assume responsibility [REDACTED]

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[REDACTED] indicating to him how busy the General is this week and that he regrets not being able to see him.

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11. After clearance with Captain [REDACTED] and Colonel Baird, plus the cooperation of OSI, secured approval on the transfer of Mr. [REDACTED] who will come into our Orientations Office next Monday, 22 October, 1951.

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[REDACTED]

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